

## **APPENDIX B**

### **TENTATIVE MAP APPLICATION CHECKLIST**

The following information/data shall be submitted with each tentative map application:

#### **A. Tentative Map Contents**

- ☐ 1. Name of the proposed subdivision.
- ☐ 2. Names, addresses and phone numbers of owner, subdivider and surveyor or engineer.
- ☐ 3. A legend which denotes the meaning of all the symbols used and which includes the date, north arrow and scale.
- ☐ 4. A location map giving sufficient legal description to describe tract boundaries and relationships to surrounding areas and existing public streets.
- ☐ 5. Identification of adjoining properties.
- ☐ 6. Existing topography (obtained by actual survey at one (1) foot contours (based on city datum) on-site and within one hundred fifty (150) feet of the proposed subdivision (except for the interior of existing subdivisions within one hundred, fifty (150) feet). The Department of Public Works may require larger contour intervals for large tracts.
- ☐ 7. Existing structures and other physical features.
- ☐ 8. Existing and proposed lot lines and dimensions. Each proposed lot shall be numbered in sequence, and each block shall be numbered or lettered. Letters may be used to identify common lots.
- ☐ 9. Existing and proposed street right-of-way widths, grades (with the direction of drainage indicated) and corner radii.
- ☐ 10. Existing and proposed street names.
- ☐ 11. Except for commercial subdivisions, existing and proposed street addresses or address ranges for each block, in accordance with the City's street addressing regulations.
- ☐ 12. Locations and widths of existing and proposed utility rights-of-way and easements.

- ☐ 13. Locations and widths of existing and proposed irrigation or drainage ditch rights-of-way and easements.
- ☐ 14. Existing and proposed storm drains.
- ☐ 15. Proposed sanitary sewer systems, showing pipe sizes, manholes, direction of flow and point of connection to existing facilities.
- ☐ 16. Existing and proposed potable water mains and, for subdivisions to be supplied by wells, the location, pressure and capacity of such wells, and the potential population capable of being served by such wells. The wells must be authorized under State certificate.
- ☐ 17. Proposed reservations or dedications for parks, trails, open spaces, schools, or other public or quasi-public uses.
- ☐ 18. Existing street names, rights-of-way and pavement widths for streets within one hundred fifty (150) feet of the proposed subdivision.
- ☐ 19. If required, an Impact Statement in accordance with Section 18.08.090 and a Traffic Management Plan.
- ☐ 20. Note on the map indicating whether streets, drainage corridors, sewer corridors, parks, trails, open spaces and schools are to be public or private.
- ☐ 21. Note on the map that above ground utility boxes shall not be placed within trail corridors, if trail areas are designated on the map.

#### B. Supplemental Information

The following supplemental information may be required by the Department of Public Works or the Department of Planning and Development. When required, it shall be submitted on separate drawings or sheets.

- ☐ 1. A Traffic Impact Analysis, Single Subdivision Access Report, or Master Driveway and Onsite Circulation Plan, prepared in accordance with City standards or as directed by the City Traffic Engineer.
- ☐ 2. Development Impact Notice and Assessment (DINA) per Section 19A.18.010(E) of the Zoning Code.
- ☐ 3. Any proposed deviations from City standards.
- ☐ 4. A copy of the deed for the property, if required.

- ☐ 5. Whenever, on the perimeter of a project, walls are proposed which (1) face a public street or adjoining property not in common ownership; (2) are within a single plane and are not separated by landscaping; and (3) exceed the maximum acceptable wall heights indicated in Table "A" contained in Chapter 18.08, the applicant shall submit three copies of a plan or proposed perimeter grades which indicates all such walls. This plan may be superimposed on the tentative map but must be legible. The plan shall include cross sections of all sections of the project perimeter with walls which exceed the heights indicated in Table "A".
- ☐ 6. A compatible digital format copy of the tentative map.
- ☐ 7. If applicable, a letter indicating that an in-lieu-of park is proposed.